Accelerated SAP State of Utah	Organization/Area: Agency Payroll Administration	BUSINESS PROCESS PROCEDURE Title Of Process: Payroll Statement (Remuneration Stmt)		
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Payroll Statement.doc	Release:	R/3 4.6C	
Responsibility:	Dept and/or role of responsible person(s) Time Entry Operator	Status:	Issued 10/10/2002	Revised: 04/08/2003

Overview

Trigger:

Someone wants to review the detail payroll information for an employee after payroll is run. This report includes detail for the pay period paid and the calendar year to date. The detail includes the gross pay and calculation to arrive at the net pay; earnings, deductions, employee contributions, tax withholdings, and leave balances.

Business Process Procedure Overview
After time sheet data is entered, approved, and payroll is run you may run this report to verify the payment data. Entering the employee's number or the organization key for a group of employees selects the employees whose detail information can be reviewed.

Procedural Steps

1.1. Access transaction by:

Via Time Entry Operator Menu	Time Entry Operator → Remuneration Statements
Via Transaction Code	PC00_M10_REMU

1.2   Double click on Remuneration statements and the following screen will appear:

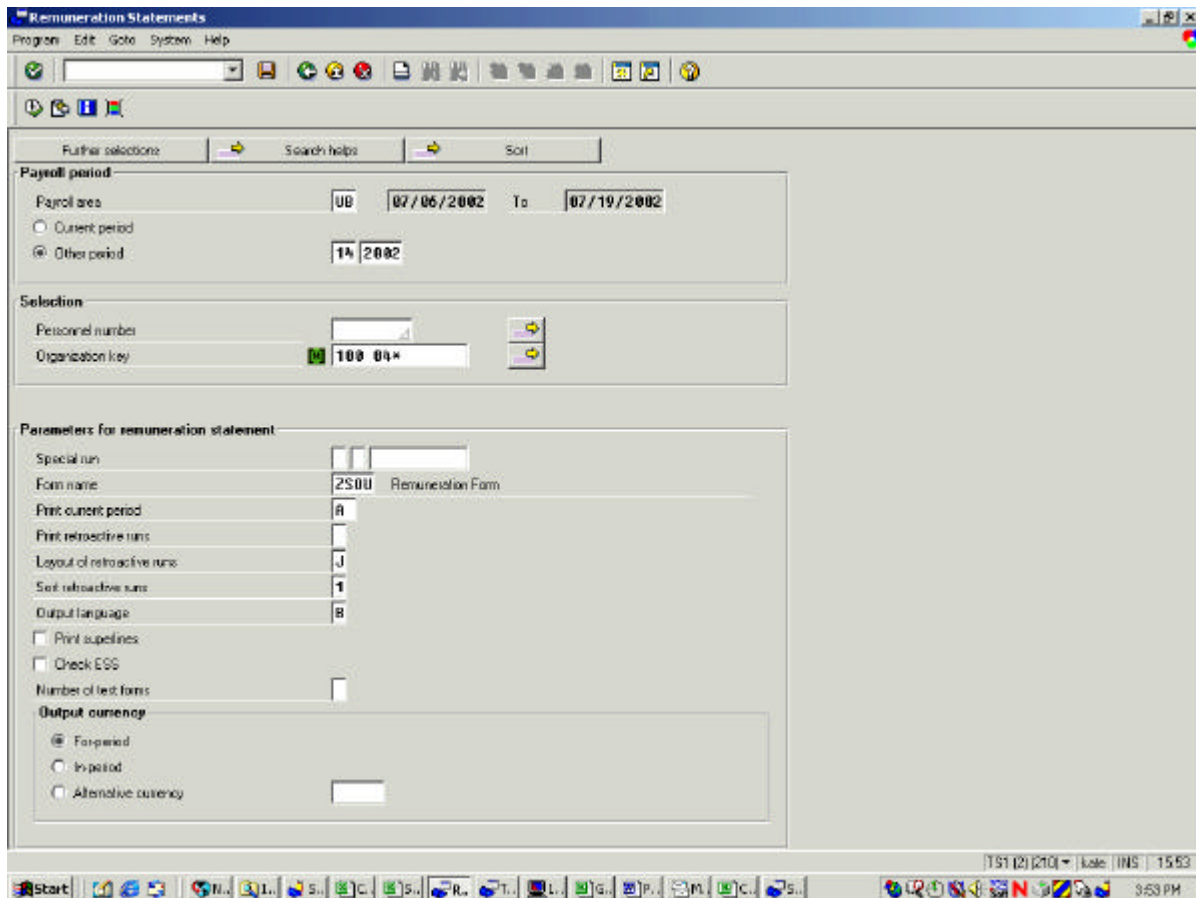| Accelerated SAP	Organization/Area: Agency Payroll Administration	BUSINESS PROCESS PROCEDURE		
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Remuneration Statements

Further selections → Search helps → Sort

Payroll period

Payroll area   ÜB

○ Current period
○ Other period

Selection

Personnel number
Organization key

Parameters for remuneration statement

Special run
Form name   ZSOU   Remuneration Form
Print current period   A
Print retroactive runs
Layout of retroactive runs   J
Sort retroactive runs   1
Output language   B
☐ Print superlines
☐ Check ESS
Number of test forms

Output currency

○ For-period
○ In-period
○ Alternative currency

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Input – Required Fields	Field Value
Personnel number	Employee Identification Number of specific employee (s)
Organization key	Agency, Low Org and Distribution codes of employee groups

1.3   If you want a report for a prior period, click on "Other Period" and enter the period number and year. (E.g. 14 2002) Otherwise it defaults to the current period.

1.4   Select a single employee or multiple employees. – Select a single employee by entering the employee's identification number in the "Personnel Number" field. You can specify any number of employees by clicking on the arrow box to the right and entering the employee numbers in the pop-up window and clicking on the "Copy" icon in the lower left corner. (Do not enter employee numbers if you are selecting by "Organization key".)

1.5   To select all employees within and organization, enter the Agency, Organization and Distribution Codes in the "Organization key" field. The entry format is "aaa (blank) oooodddd" You can do "wild card" selections by entering an * as one of the org or distribution digits. You can also select employees in multiple org/distribution codes or across a range of org/distribution codes by clicking on the arrow next to the Organization key field. (Do not enter Organization key data if you are selecting by "Personnel number")

The following shows a completed screen where all the employees in agency 100 belonging to any low organization code starting with 04 and any distribution code are selected.

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1.6   Click the execute icon **and the following screen will appear:**

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State of Utah                    Check #/Date:00111113000040/ 00/00/0000
                                 Pay Period:  07/06/2002 - 07/19/2002

CLIFTON HUDSON                                   Employee#.  123456
150 CHERRY STREET          FED Marrd. 00   Res: UT  YTD-FY:$        51,439.42
SALT LAKE CITY UT  84124   UT  Marrd. 00   Wrk: UT  Basic pay: $  20.72

        GROSS   -  PRE-TAX =  TAXABLE  -   TAXES   -  POST-TAX = NET PAY
Curr.:  1657.60 -    23.96 =  1633.64  -   401.82  -   144.78  = 1087.04
YTD :   7127.68 -   671.08 =  7798.76  - 12879.24  - 4,316.84  = 1087.04

EARNINGS        CURRENT        YTD   PRE-TAX DEDS      CURRENT        YTD

Regular Pay     1,657.60    1,657.60  *Med EE           23.96-      671.08-
Holiday Pay                 1,989.12
Annual Leave Pay            1,326.08  Pre-Tax Deductio   23.96      671.08-
Other Leave Pay             2,154.88

Total Earnings - 1,657.60   7,127.68

                                      POST-TAX DEDS     CURRENT        YTD

                                      Life Insurance P    4.97-     154.87-
                                      Additional Life     9.94-     308.14-
                                      Spouse Life Ins     7.87-     243.97-
                                      Child Life Ins P    0.60-      18.60-
                                      AD&D Ins Boston     2.85-      81.49-
                                      AD&D Wkly Ind Bo    2.32-      66.32-
                                      Auto/Home Ins Me  116.23-   3,444.25-

                                      Post-Tax Deducti  144.78-   4,316.84-

ER Contributions  Current      YTD
ER Dental - PEHP   32.82     990.54
ER Medical PEHP   318.38   8,914.42
Unemployment Ins    1.66      50.84
Workers Comp Ins   12.27     380.37
Leave pool termi   36.14   1,120.34
Life Insurance P    1.94      60.14
Long Term Disabi    9.95     308.45
401k Contributio   24.86     770.66
Retirement Contr  172.39   5,344.89

ER contribution   610.41  17,939.85  TAXES            CURRENT        YTD
                                      TX Withholding T                276.86
                                      TX EE Social Sec                181.28
                                      TX EE Medicare T                 23.68
                                               FED
                                      TX Withholding T  184.76     5,738.18
                                      TX EE Social Sec  101.28     3,144.30
                                      TX EE Medicare T   23.68       735.36
                                       State    UT
                                      TX Withholding T   92.10     2,859.58

                                      Total Taxes - Cu  401.82    12,879.24

Leave Accruals   Hours Remaining  Net Pay Distributions
                                  Type              Amount
                        9.00000
Annual Leave (UT)       5.00000   P                  1,087.04
Sick Leave (UT)         4.00000
Converted Sick (UT)     0.00000   Total Current Net  1,087.04
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This report provides essentially the same information as contained on the employees check stub.